



IOWA TELECOMMUNICATIONS AND TECHNOLOGY COMMISSION

Barb Kniff McCulla, CHAIR

Timothy L. Lapointe

Robert F. Holz

Steven Olson

Krista Wenzel

Matt Behrens, State CIO
(ex officio)

Rob Sand, State Auditor
(ex officio)

Randy Goddard, Executive Director

Governor Kim Reynolds

Lt. Governor Adam Gregg

Iowa Telecommunications & Technology Commission Grimes State Office Building, 1st Floor 400 East 14th Street, Des Moines, IA 50319 Meeting Minutes October 20, 2022

FINAL

To ensure the most efficient use of State resources, the October 20, 2022 more Commissioners, staff, and the public were able to participate in the meeting and reduced the risk of delays caused by the public health recommendation. The meeting was accessible to members of the public.

Roll Call:

Commissioners Present

Barb Kniff McCulla, Chair

Bob Holz, Member

Steve Olson, Member

Krista Wenzel, Member

Timothy Lapointe, Member

John McCormally, Representing the State of Iowa Auditor, Ex-Officio Member

Matt Behrens, Representing the Office of the Chief Information Officer, Ex-Officio Member

Iowa Communications Network Staff

Randy Goddard, Executive Director

Scott Pappan, Chief Technology Officer

Mark Johnson, Chief Administrative Officer

Stephanie DeVault, Business Services Bureau Manager

Mike Cruise, Finance Bureau Manager

Patrick Kazeze, Facilities/ TAC Bureau Manager

Mark Dayton, ICN Sales Engineer

Brian Clayton, Purchasing Agent III

Lori Larsen, Executive Officer 2 (Recorder)

Guest Attendees

Ray Warner, Aureon

Maria Wagenhofer, Legislative Services Agency

Scott Golberg, FNS

Rob Fritz, Lumen

Call to Order:

Chair Kniff McCulla called the meeting to order at 10:30 AM. It was noted that a quorum of members was present for the meeting.

Approval of the September 15, 2022 Meeting Minutes:

Chair Kniff McCulla requested a motion to approve the September 15, 2022 meeting minutes.

Commissioner Lapointe moved to approve the minutes. Commissioner Holz seconded the motion.

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The motion passed unanimously.

Old Business:

None

New Business:

Agency Updates

Contracting Update – Mike Cruise

- We signed a new agreement with a vendor for reduced costs for transit services.
- The ICN submitted a starter draft to AAG for the inmate tablet RFP.
- We are currently working on various maintenance and support renewals for the year. Currently working with five to six different vendors and products.
- First original dark fiber agreements are at the end of their term. We will be going out for dark fiber bids for 23 sites.
- No sole source agreements for the month.

COMMENTS

None

Finance Update – Mike Cruise

Fiscal Year (FY) 2022

Budget to Actual

FY22 ended with an operating margin of -\$1,462,414. Period 13 added \$91,988 in revenue and \$121,381 in expenses for net change in operating margin of -\$29,393. Most of the increase in expense was from Outside Plant (OSP). There were smaller increases in Voice and Data, and an increase in revenue from voice and OSP. The operating margin is \$218,841 unfavorable to the budget which was -\$1,243,573. Our operating margin compared to FY21 is \$1,071,710 unfavorable.

We still do not have final financial statements for FY22 because we are waiting on the Iowa Department of Administrative Services (DAS) to provide final numbers and rates for accruing annual personnel related expenses which we are required to book.

Chair Kniff McCulla – We are probably not the only one waiting on DAS.

Mike Cruise - No we transitioned to Workday after the first two months in the FY, so they need to get the numbers to reconcile.

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Budget-to-Actual Report

Monthly Revenues and Expenses:

The month of September resulted in an operating margin of -\$82,524 or -2.8%. This is \$69,591 unfavorable to the budget which is -\$12,933. Revenues were favorable for the month by \$250,356. This was driven by \$524,250 in OSP revenue for the month. Direct expenses are unfavorable to budget by \$14,322 with no material differences to report. Total allocated expenses are \$305,625 unfavorable to budget. The other significant factor was the three-month true up (adjustment) on expense for Juniper maintenance contract.

Year-to-Date (YTD) Revenues and Expenses:

Through September, we now have an operating margin of \$10,056 which is \$210,820 favorable to the budget of -\$200,764. Revenue is now \$377,979 favorable to budget and direct expenses are favorable to budget by \$79,959. Total allocated expenses are now unfavorable to budget by \$207,117.

Comparison to September FY 2022:

The current year operating margin for the month of September is \$486,286 favorable to September FY 2022. Revenue is favorable by \$469,461 compared to last September and direct expenses are \$172,192 favorable. Total allocated expenses are unfavorable by \$155,368.

Year-to-Date Comparison to FY 2022:

We are \$1,058,962 favorable through September. This includes revenue being up \$868,603 and total expenses being \$190,359 favorable. We are staying on pace to achieve the zero budget, or better, for the year.

Other Updates:

The billing system upgrade was successfully completed last week and we can look forward to new functionalities and closing down operational items we've needed to do.

Workday Update:

Phase 2 testing continues.

COMMENTS

None

Business Services Update – Stephanie DeVault

General Updates

- We have no new customers and no new waivers.
- Webex Update: Almost finalized. This was the change from Business Communicator to Webex. ICN is testing with the final customer that needs to migrate.
- Went from PGi to LoopUp for our conference bridge. The migration has gone well, and we have not had any issues. There are some things on our end that we are still working on: contracts and billing.

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Healthcare

The following orders were placed:

- Four Ethernet orders.
- Internet upgrade and an Internet order.

Government

- Eight Ethernet orders.
- Two cabling orders.
- A Managed Voice Service (MVS) hosted order.

Public Safety

- Five separate Ethernet orders.

Education

- E-rate orders are starting to come in as schools begin to apply for funding.
- ICN has completed phase 1 of the ISU ARA project. Phase 2 will be completed on November 2. We will be hands-off until they are ready to move forward with phase 3 and phase 4. ISU is waiting for the wireless structures to be installed.
- We have had orders from a couple community colleges. Looking to be about 15-16 Ethernet connections. We have also had a few firewall orders.

Marketing and Communications

- Our SYBAC meeting was Tuesday, October 11. Guests included ICN's CIO and Security Lead. The topic of the meeting was cybersecurity.
- Distributing Cybersecurity Awareness Month social media, customer messages, and website postings.
- Education email outreach with our EdTech and Internet2 emails.
- Internet2's Community Anchor Program (CAP) has launched its 3rd annual distance learning scholarship program to give K-12 teachers and school librarians a free, one-on-one distance learning program for their class. We will be actively promoting this to our K-12 schools.
- Business Services is updating processes and procedures.
- Upcoming Conferences: Iowa Homeland Security Conference (October) and Iowa Association of School Boards (November).

Other Updates

Personnel Update: A job opening has closed for a new account consultant. Our final interview is October 24. We have had some solid candidates. We will have another posting due to an upcoming retirement.

COMMENTS

None

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Network Services Updates

Network Operations & Security Update – Scott Pappan

- The middle mile design is completed and was submitted by the ICN team on time.
- Aggregation Replacement: Finished our second site in Webster City. Ankeny and Ida Grove will be completed by the end of the month. Albia and Waverly are engineered and waiting to go to Operations to be installed. We have four sites to be engineered.
- Internet Regroom: We are taking the ingresses out to the edge, so the traffic for Iowa goes east and west. We finished the migration of the Denver connection in Council Bluffs.
- DDoS Project: We are currently engineering. Installation and preparation continue.
- Tiffin and JFHQ: We are still waiting on connectors and optics.
- Firstnet: We have 65 active locations and one being installed.
- Outside Plant (OSP) Update: Added 36 open projects. Fiber construction projects are increasing and we had four cable cuts last month.

COMMENTS

Chair Kniff McCulla - That is wonderful news about the grant and thank you to everyone involved.

Administration & Facilities Updates

Facilities and TAC Update – Patrick Kazeze

Facilities

- The Sac City relocation project is moving along well. The shelter has been refurbished and is ready to be moved.
- The Northern Iowa Community College has rescinded their plans to sell their campus building in Charles City. They have decided to place this project on hold.
- No relocation efforts are needed for the One Neck Data Center in Cedar Fall as they have been sold. The new owner is Connect Des Moines and they are pushing for all tenants to remain. We are reviewing their new contract agreement and look to stay at the location.

TAC

- Completed cabling and camera work at Ola Babcock.
- Completed cabling to support security cameras for the Alcoholic Beverages Division.
- Completed cabling installs for the Department of Cultural Affairs and the Department of Natural Resources.
- Completed extensive cabling for the Department of Revenue to accommodate voice and data for 60 users and workstations.
- Off the complex work has been completed for Denison, Spencer, Cedar Falls, Oelwein, and Mt Pleasant for site surveys for the Department of Public Safety.
- Numerous projects are ongoing for OCIO including cabling for 60 conference rooms throughout the Hoover building to meet audio and video requirements.

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COMMENTS

None.

Other Business:

ACTION: ICN Maintenance Contract Report FY22

Mark Johnson provided an overview of the maintenance contract report for the Commission.

Chair Kniff McCulla requested a motion to approve the ICN Maintenance Contract Report FY22. Commissioner Holz moved to approve the ICN Maintenance Contract Report FY22. Commissioner Olson seconded the motion.

The motion passed unanimously.

ACTION: 2023 ITTC Meeting Dates

The Commission proposes switching the ITTC meeting dates from the third Thursday to the fourth Monday each month. Moving the meetings to Mondays will make it easier to meet in-person quarterly.

Chair Kniff McCulla requested a motion to approve the 2023 ITTC Meeting dates. Commissioner Olson moved to approve the 2023 ITTC Meeting dates. Commissioner Lapointe seconded the motion.

The motion passed unanimously.

ITTC Committee Updates – Staff/Commission

Personnel Committee – Mark Johnson

The Personnel Committee did not meet in October.

Finance Committee – Mike Cruise

Meeting Date: October 17, 2022.

Attendance: Commissioner Wenzel, Commissioner Holz, Brian Clayton, and Mike Cruise.

Topics Covered:

- Brief Contracting update.
- Budget-to-actual as presented today.
- Mentioned FY22 numbers prior to final report being available.
- Mentioned continued delay for completion of FY22 financials.

Customer and Services Committee – Stephanie DeVault

The Customer and Services Committee did not meet in October.

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Operations Committee – Scott Pappan

The Operations Committee did not meet in October.

Public Comment:

None

Adjournment:

The ITTC meeting adjourned at 11:00 AM.

ATTESTED TO:

Barb Kniff McCulla - Chair, Iowa Telecommunications and Technology Commission

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